HELP! A Short Career Control Guide

by OpportunitasMaximus™

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SMASHWORDS EDITION

ISBN 9781476489223

HELP!

A Short Career Control Guide

This ***Guide*** will help you ***get your career back on track***. It will take a renewed effort, but it will be worth it. Going down the wrong career path in your life will cost you a lot of money, and will cause you to be very unhappy. Don't blame yourself entirely if you have been diverted from the career that you had hoped for -- there are many distractions from a real career, and it has happened to many.

Your career is not just one of the important things in your life -- it ***is*** your life. Some people will say that they go off to work just to have money to spend on things they like to do. Some people hate or resent the time spent on a job. Shame on them. The many hours and years that slip away on their job represent a big piece of their life. They need to re-orient their lives and do what they are good at and enjoy, and develop a feeling of accomplishment.

To build a career, you need to change some fundamental things. Like learning to be extremely persistent and organized. – that is, more organized than anybody you know and so persistent that absolutely nothing will get in your way or distract you. And evaluating people who will help you and people who are not worth your time. And being absolutely honest about who you are and what you bring to the career marketplace. And maintaining and enhancing your skills and training. And enhancing your ability to speak and write. And learning to be totally positive and proactive, but never pushy-in-your-face. And remaining aware of changes within your organization and within multiple industry segments. And setting goals that will lead to accomplishments.

CAREER DO'S AND DON'TS

Do set up a ***complete system*** to develop your career. Include career information, career contacts, listings of opportunities, a career roadmap, a career business plan, and a career marketing and public relations plan. Automate and mechanize as much as possible. Keep dedicated files. Without a ***Career System*** you are destined to miss out on many opportunities and will be headed for failure.

Do set up a ***dedicated career filing structure***, and a record-keeping place for your important career information. Keep this separate from any other personal or job information, and keep everything absolutely secure.

Don't send off resumes through the Internet. In fact, ***ignore the online job listings*** entirely -- many are fake and purely research on candidates, or out-of-date, or scams, and so many job candidates send in multiple copies of resumes online that crude filtering on key words creates a random lottery situation. Don't expose yourself to this and use your valuable time to find real career opportunities.

Do have an ***organized process*** for identifying, cultivating, and communicating with individuals who can help your career, and who eventually (not initially) can be tapped to inquire about career opportunities, and store the qualified contacts in your ***Career Contacts System***.

Don't ***waste time in "job networking" groups***, where individuals tell their dreary stories about being laid off and a lot of hearsay information, mostly out of date, is traded back and forth. Your time is valuable and use it to find career opportunities and a much broader system of real contacts.

Don't spend too much time merely reading career advise and career planning literature. Balance this type or research with ***actions*** – namely identifying real career opportunities, trends,

and contacts that will be useful, and setting goals and objectives, and launching action plans to achieve your goals and objectives.

Do be ***careful what you post on a social networking website*** – be aware of security and avoid any information that might come back to haunt you, and use these sites merely to generate interest and possible real career contacts. Do not give job competitors any useful information, and do not post your resume at a social networking site.

Do take ***full responsibility for your career*** – nobody else will, either within an existing organization, or any advisor or friend. You must create value for yourself in the career marketplace by emphasizing your unique capabilities, experience, education and training, and industry knowledge.

Do ***have an exit strategy*** from any existing career position. Mergers, financial crunches, reorganizations, and the whims of consultants and incompetent management can threaten your career. Your career is more important and bigger than any one organization.

Don't expect the world to know about your own unique capabilities, experience, and knowledge. You need a ***proactive Career Marketing Plan***, including your own personal public relations program to let the world know who you are and what you have done and can contribute.

Do get yourself ***in print and seek speaking engagements***, which together will expose your ideas and capabilities to your professional associates.

Do get yourself back on track as soon as possible, if you are currently ***unemployed, under-employed, or mis-employed.*** Even if you seek interim employment, think "career" in whatever you do, and not just "job, any job." Get going on contacts and opportunities immediately.

SUMMARY

Remember:

You must be very organized, highly motivated, and very persistent

You need to set up a structure of career development systems: a *Career Information System*, A *Career Contacts System*, a *Career Opportunities System*, a *Career Marketing System*, a *Career Roadmap*, and a *Career Business Plan*. It will be very difficult to achieve success without complete orchestration of all that is needed, using this organized structure.

You will find many new opportunities through contacts which you identify and cultivate.

You are the one responsible for defining who you are and what you want in life, and developing your value in the global career marketplace.

The sooner you get started, the more you will accomplish in your life and your career.

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You cannot do all of the orchestration needed for a successful career alone, so if you have found this ***"Short Career Control Guide"*** useful, you should get the complete book: ***"Prevail, Excel: Career Control Guide,"*** which can be ordered through **www.createspace.com/3738663** **www.amazon.com** and **www.barnesandnoble.com** . Go to the website ***www.opportunitasmaximus.com*** for more information.